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DD FORM 100-10  
FILE *Meeting*

7 JUN 1968

MEMORANDUM FOR THE RECORD

SUBJECT: Briefing on Support School/OTR  
24 May 1968 - 1500 Hours

[REDACTED]

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2. [REDACTED] said that a new PPB-Budget Processing Course, to cover CIA budget procedures, is being readied for initial presentation in the fall of 1968. The course will consist of 1/2-day sessions for a two-week period.

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3. The Support Services Course, "Trends and Highlights," now being given [REDACTED] is programmed on a 16-year cycle. [REDACTED] furnished the attached statistics pertaining to this course. He also suggested the possibility of enrolling Support Services career trainees in the Trends and Highlights Course as part of the CT Course. Mr. Bannerman said that this might be a good point to consider.

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4. The Advanced Management (Planning) Course is a tightly-packed program involving long hours for the students. [REDACTED] said that there have been several comments that students consider this course more meaningful and more practical than the Management Grid Course. While he considers it to be a very good course, [REDACTED] said that we should retain the grid also. It is planned to run the Advanced Management Course 11 times during FY 1969 with 45 students per course. Two of these runnings will be for GS-15's and above [REDACTED]

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5. During FY 1969 the Support School will also conduct four Supervision Courses for GS-5 to 10 students, and 12 Management Grid Courses (1 senior grid, 4 GS-14 grids, 4 midcareer grids and 3 for Support CT's).

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6. [REDACTED] mentioned that the Office of Computer Services is developing a training staff of six personnel. He was not exactly sure what the intended use of this training staff would be, but said that he would look into it. In the field of Program Assisted Instruction, [REDACTED] mentioned several courses that are currently in use including one on how to compute per diem. He considers the whole clerical training area to be a fertile field for the application of PAI. Mr. Bannerman suggested [REDACTED] that it might be appropriate to include an article in the Support Bulletin pointing out the existence of certain PAI courses that could be available for individual instruction. [REDACTED] also mentioned that the clerical training faculty is still awaiting the issuance of the new Agency Correspondence Manual. [REDACTED] is to try once again to shake this loose.

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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7. A brief discussion followed relative to the Midcareer Executive Development Course and Mr. Richardson's paper reviewing the status of this course. On the question of assigning the two unassigned slots in each class, (class can consist of a maximum of 34 students, with 32 slots now assigned to the various directorates and the Office of the DCI on quotas) Mr. Bannerman said that we should retain control of these slots for the unusual case.

8. The meeting adjourned at 1610 hours.



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Special Assistant to the  
Deputy Director for Support

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SUPPORT SERVICES REVIEW: TRENDS AND HIGHLIGHTS

STATISTICAL ANALYSIS OF COMPOSITION OF  
CLASSES, SEPT 1966 - MAY 1968 (ELEVEN COURSES)

ATTENDANCE, BY GRADE, OF  
NON-SUPPORT CAREERISTS

	<u>D</u>	<u>E</u>	<u>IB</u>	<u>IC</u>	<u>ID</u>	<u>IP</u>	<u>IR</u>	<u>R</u>	<u>SA</u>	<u>Totals</u>
GS-15	1	2	0	0	0	0	0	0	0	3
GS-14	0	4	0	0	0	0	1	0	0	5
GS-13	2	6	0	1	0	1	0	0	1	11
GS-12	0	3	0	0	0	0	1	0	0	4
GS-11	2	4	0	0	1	1	0	0	0	8
GS-10	1	0	0	0	0	0	0	0	0	1
GS-09	2	1	2	0	0	1	0	1	0	7
GS-08	0	1	0	0	0	0	0	1	0	2
TOTALS:	8	21	2	1	1	3	2	2	1	41

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